

## **VIII. ORIGIN OF REQUEST**

The employee or management may initiate requests for academic assistance.

Employee initiated course to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development within the agency

Management initiated course to:

- Ensure employees have mandated licensure or certification
- Address a shortage of skilled workers in specific classifications
- Develop a pool of employees for succession planning
- Build specific high priority skills
- Address performance expectations of the employee as specified on the performance management improvement plan.

The designation, “management initiated,” can only be determined with the approval of the Secretary of CCPS or designee.

## **IX. REIMBURSEMENT**

### **Academic Costs**

- Eligible employees approved for academic assistance may be reimbursed academic costs charged by the academic source at which the employee is enrolled. Academic costs are defined as charges assessed by an academic source to every person enrolling for the course. These charges are required of everyone and are neither negotiable nor discretionary for the individual enrolling in the course. Academic costs include in-state tuition, fees and course/lab fees. Course/lab fees must always be itemized. Reimbursement of course/lab fees may require a written statement from the academic source justifying the fee as a required fee in addition to other fees.

### **Amount of Reimbursement**

- University of North Carolina Institutions and Institutions of the North Carolina Community College System – 100% of academic costs for up to twenty (20) credit hours per fiscal year.
- All academic institutions other than institutions of The University of North Carolina and institutions of the NC Community College System – Up to the